

(NOTE: This is a sample letter from a school with results that exceeded the Massachusetts Lead action level to students, families, and staff. Delete this paragraph and add your school letterhead here.)

To the Students, Families, and Staff of (insert school name):

(Insert date)

Our school administration has recently learned that samples from some water taps at our school had lead levels that exceeded the Massachusetts Department of Environmental Protection action level. The administration takes these results seriously and is moving immediately to safeguard the health of the students, faculty and staff. You should also note that these results are not uncommon and may well exist in your own home. The following information describes steps we are taking to address the issue of lead and copper in the water.

What we are doing:

1. Implementing a public information process that includes distribution of the enclosed required material.
2. Immediately implemented a flushing and water usage plan to safeguard against lead exposure in school. This includes the daily flushing of water fountains and faucets at sinks and the limitation of water consumption to cold-water faucets.
3. Conducting follow-up water testing so that a treatment plan can be developed, approved, and implemented.

What we will do:

1. The school administration will develop and put into place a correction treatment plan as quickly as possible and will conduct follow-up tests that will characterize the corrosivity, or aggressiveness, of our water.
2. Through periodic reports, keep you informed as to the progress of our efforts. These reports will serve to let you know what has been done and what is being done to safeguard against lead exposure at school.

A Reminder: The water system at the school is not unlike that found in area homes. Please consider having your home water tested if you are using a private well. If you are receiving water from a public water system (i.e. if you pay a water bill) you can call your local water department for information.

If you have any questions on this information please contact _____ at _____.

Sincerely,

(Insert signature and title)